



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

PROJECT TECHNICIAN III

PN# 103289

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Handles administrative and technical support activities to develop, prepare and oversee environmental and geotechnical testing contracts for the city construction projects. Maintains records and updates reports for contracts. Reviews and evaluates testing reports. Coordinates and oversees quality assurance measures. Performs field checks and may respond to inquiries from the general public. Responds to inquiries from testing labs and user departments. May supervise, schedule and review work of engineering technical staff. Performs other duties as assigned.

10 **WORKING CONDITIONS**

Ability to freely move about the work environment and /or off sight locations when needed.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate's degree in engineering, drafting, designing or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of related experience, such as engineering, drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

None

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17

\$992 - \$1,345 Bi-weekly

\$25,792 - \$34,970 Annually

18 **OPENING DATE**

March 02,2005

19 **CLOSING DATE**

March 15, 2005

20 **APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) telephone number is (713) 837-9496.**

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